

Facilitation for Real

A very practical introduction to the rather complicated art of facilitation.

Why this training?

Many meetings are ineffective, frustrating and unproductive. A facilitative approach offers a way of improving the quality of meetings, and of wider interactions between stakeholders of all kinds.

This one day course will provide you with a range of practical insights, tips and techniques, which you can apply to meetings and events of all kinds, whether you are acting officially as a facilitator, a chair, or you are just a frustrated participant!

Who is it for?

This course is for people who use participative ways of working, in meetings or workshops of any kind, whether internal or external, with partners or communities. It will also help people who want to improve the quality of their one to one conversations or any other unstructured, important discussions in a work or personal setting.

What is covered?

- The core principles which inform facilitation
- The importance of defining purpose and 'focus questions'
- Introducing participants to a range of simple techniques to use with groups
- Considering and experiencing some of the key personal skills needed, including listening, use of language, body language
- The effective use of flipcharts and recording on them
- Practical aspects of facilitation, including room layout, logistics and venue
- The benefits of taking a team approach to facilitation

Format for the day

The day is stimulating and enjoyable. Our training incorporates the principles of accelerated learning so that you can learn faster and retain more of what you have learnt. There are opportunities for participants to reflect on real situations that arise in their work and on any forthcoming 'difficult' meeting. The course is accompanied by a comprehensive bound manual which is a resource for continued learning after the training.

If you are interested in this course please email us or call 01392 681664

"You cannot have enough of this sort of training. It cuts through all the jargon and waffle that you come across every day in your workplace environment. Good facilitation produces good information that can save lots of time and pointless meetings"

"If you are involved in planning or running events/workshops – go on this course."

Professional and passionate about the topic; extremely well prepared and knowledgeable"